



# WEST COAST PAPER MILLS LIMITED

## **Guidelines for claim for Unclaimed Dividend Amount**

As per SEBI circular w.e.f. 01.01.2022 RTA/Company shall process any service request or complaints from shareholders only on receipt of KYC.

As a shareholder/applicant you can get the unclaimed amount of dividend lying with Company by providing the following documents at the below mentioned address of the company:

### **A. In case shares are held in Physical mode**

1. Form ISR-1
2. Form ISR-2
3. SH-13
4. Self attested PAN card copy
5. Self attested Address Proof
6. Cancelled Cheque
7. Unclaimed DD/ warrant, if not available then provide Indemnity Bond\* – on plain paper

*\* For format of indemnity Bond kindly email to the company, we will provide you the same.*

### **B. In case shares are held in Demat mode**

Update the KYC in Demat Account and provide the CML copy along with request letter to the company.

#### **Address**

SHARE DEPARTMENT  
WEST COAST PAPER MILLS LIMITED  
Bangur Nagar, Dandeli -581325  
District Uttara Kannada, Karnataka  
Phone-(08284) 231391 Extn.212  
Email: [co.sec@westcoastpaper.com](mailto:co.sec@westcoastpaper.com)

Upon receipt of the documents, we will send the request to bank for payment, once paid we will mail the UTR No. to shareholder/applicant

If you have any queries, please feel free to contact us via email at [co.sec@westcoastpaper.com](mailto:co.sec@westcoastpaper.com) or phone (08284) 231391 Extn.212